

092011/87

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

City Council

TITLE: DEVELOPMENT SERVICES REPRESENTATIVE III

DEFINITION

Under general supervision, to perform advanced, specialized clerical work, which may include lead supervision, in the development process for a specific city service; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

A position in this class normally has lead supervision responsibilities or may be the sole advanced clerical service provider in processing plans and permits within a service area. Work requires knowledge of service area and development process procedures gained on the job and to provide lead supervision as assigned.

EXAMPLES OF DUTIES

Duties may include, but not be limited to, the following:

- Depending upon area of assignment.
- Respond to inquiries regarding department rules and regulations governing the development process in a service area and related customer problems, searching for and abstracting data and providing detailed explanation of policies and procedures.
- Review building/construction plans, tract and parcel maps; advise on required permits, determine and collect appropriate service/development fees and charges and issue permits.
- Initiate service orders, schedule inspections when required and check and update from as-built drawings.
- Provides information on and review contractor's liability insurance for adequacy.
- Compile and analyze information and assist in the preparation of a variety of narrative and statistical reports.
- Perform a wide variety of clerical work including proofreading, typing, filing, checking and recording information on records.
- Compute and process fees, deposit amounts, maintain ongoing accounting and refund of fees and deposits.
- Provide clerical assistance to City Boards and Commissions.
- Operate standard office equipment, including CRT, as assigned.
- Provide lead supervision for a service area as assigned.

QUALIFICATIONS

Knowledge of:

- Business English, spelling, and arithmetic.
- Modern office practices, procedures, and equipment.

- Operation and care of office equipment.
- Bookkeeping principles and practices.
- Development process rules, regulations and permit policies and procedures.

Ability to:

- Maintain complex records and prepare reports from such records.
- Make decisions in accordance with regulations and established procedures.
- Make relatively complex arithmetic calculations rapidly and accurately.
- Deal with the public tactfully and courteously.
- Operate a typewriter, calculator, CRT and other office equipment.
- Provide lead supervision to assigned staff.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be to obtain the knowledge and abilities would be one year of experience performing duties comparable to a Development Services Representative II in the City of Riverside.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENTS

CAREER ADVANCEMENT OPPORTUNITIES